Broadband Technology Opprtunities Program (BTOP)
GRANTS TIMELINE & IMPORTANT DATES FOR SBA & PCC PROJECTS

Time Period	Action Required from BTOP Grantees

Upon Receipt of Award Notification from the Grants Office	• **Review** the **award agreement** carefully
	
	• **Receive and Review Welcome Packet** from the National Telecommunications Information Administration (NTIA)
	
	• **Review Special Award Conditions** (SAC) descriptions and requirements included as part of the award agreement, and note required actions and deadlines for meeting all SACs. *Please contacts your assigned Federal Program Officer listed in the welcome packet should you have any questions regarding the SACs.*
	
	As Soon As Possible Upon Receipt of Award Notification:
	
	• **Ensure Enrollment in the Automated Standard Application for Payment (ASAP) System:** While there is no specific deadline for enrollment in the Automated Standard Application for Payment (ASAP, NTIA advises grantees to ensure their enrollment as early as possible. *It may take up to 4-6 weeks for the ASAP registration process to be complete and grantees will NOT be able to draw down any BTOP funds until this process is done.* To ensure your ASAP enrollment is in order:
	
	  ✓ **If NOT Enrolled in ASAP:** Provide the Grants Specialist (identified in CD-450) and Federal Program Officer with Point of Contact name, email address, mailing address, telephone number, EIN and DUNS numbers.
	
	  ✓ **If Already Enrolled in ASAP:** Provide the Grants Specialist and Federal Program Officer with seven digit account number for the Department of Treasury's ASAP.

Within 10 days of the date the grant award notification packet is mailed	• **Register** with **federalreporting.gov**. *Please see the attached "Instructions for FederalReporting" for more detailed directions.*
Within 30 days of the date the grant award notification packet is mailed	• **Review and Accept** grant award agreement (including form **CD-450**, which should be returned to the Grants Officer online or in hard copy) and the Special Award Conditions included in the grant agreement. *Please see the attached "Instructions for Executing the Grant Agreement" for more detailed directions.*
Upon Invitation from NTIA	• **Attend** the "Introduction to BTOP" conference call and webinars on ARRA reporting, financial reporting, progress reporting, environmental assessment (only if your agreement requires an EA), and other informational grantee webinars.
During the First Calendar Quarter Following the Grants Award	• **Prepare and submit** the American Recovery and Reinvestment Act (ARRA) report to federalreporting.gov by the 10th day of the quarter • **Prepare and submit** financial (SF-425) quarterly report by the 30th day of the quarter • **Prepare and submit** BTOP-specific quarterly progress report by the 30th day of the quarter **NOTE:** *For awards received between January 1 and March 31, 2010, ARRA report will be due on* **April 10th**, *and the financial and progress reports on* **April 30th,** *2010.*